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Career Opportunity

PromiseOne Bank is a community bank that would serve our community and its diverse population. As a community oriented commercial bank, we offer small business, commercial loans, mortgage loans, and customary banking services such as deposit products. We started our banking operation from our main branch in Gwinnett County, Georgia and have continued to expand our geographic footprints rapidly. With this fast growth, we are looking for new talents in the following areas:

[Job Title] Operations Specialist I in **Operations Administration Dept.**

[Location] HQ – Duluth, GA

[Job Overview]

Under general direction, following bank policies and procedures, reconcile general ledger accounts, service to branch member by providing accurate information / instructions, researches problems and provide accurate answers to branches and other departments.

[Requirements/Qualifications]

- Education: High School diploma or GED
- Required 1yr+ banking experience
- Operations experience is preferred but not required
- Basic banking knowledge
- Basic knowledge on Microsoft: Word, Excel, Power Point, and Outlook

Must be fluent in English or bi-lingual in Korean/English is preferred

We offer competitive compensation and excellent benefit package

- Medical, Dental, Vision, & Life Insurance
- 401(k), Paid Vacation and Sick Leave

If you are interested in working with us, please email your resume* to Career@promiseone.bank

*Document submitted will not be returned.

✉ PromiseOne Bank 2400 Pleasant Hill Road Suite 340 Duluth, GA 30096 ☎ 678.385.0834

PromiseOne Bank is an Equal Opportunity Employer.

